



MINUTES
Airport Advisory Commission
May 25, 2010

COMMISSIONERS PRESENT: Dr. Pat Boone
Dave Elliott
Joel Miller
Wally Miller –Chairman
Bud Patterson – Vice Chairman
Dr. Chris Thornton
Greg Timm

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Tom Hayden, Alternate Commissioner
Dennis Hisey, El Paso County Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments

NON-VOTING MEMBERS ABSENT: Randy Courduff, Alternate Commissioner

CITY STAFF PRESENT: Mark Earle, Director of Aviation
Kelly Jackson, Airport Public Affairs Administrator
John McGinley, Asst. Director, Operations & Maintenance
Neil Ralston, Airport Planning & Development Manager
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: None

GUESTS PRESENT: Agnes Blachut, COS Intern
Wayne Heilman, Gazette
Sheryl Machado, Ames Construction
Mario Magdaleno, City Engineering
Mary McElderry, Accountant, COS
Clyde Pikkaraine, City Engineering
Kendra Timm, Cygnet

Next meeting is Tuesday, June 22, 2010.

1. APPROVAL OF THE APRIL 27, 2010 MINUTES:

Chairman W. Miller asked for approval of the April 27, 2010 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

None

3. GENERAL BUSINESS

→ Land Use Items – Neil Ralston

- ◆ Item #1: AR DP 10-00133
 - ◆ Item #2: PPR-10-007
 - ◆ Item #3: PPR-10-10
 - ◆ Item #4: PPR-10-11
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- Airport staff reviewed four new land use items this month; one in the City and three in the County. Staff is recommending no objections to the items submitted. **Three items remain tabled from previous meetings and are still awaiting FAA airspace determinations:**
 - **Item #9 from January 2010:** This item requests approval of a development plan from CSU for a new electrical substation on Hwy. 24 to the east of Marksheffel Road. We have requested that a 7460 be filed to evaluate both permanent facilities to be installed and temporary construction equipment. *The applicant has filed 7460's for this project; waiting for FAA to evaluate supplemental data that has been submitted by CSU for existing power lines taller than the proposed development.*
 - **Item #11 from January 2010:** This item requests approval of a plan to construct an addition to a church located on Omaha Blvd. approximately 2 miles north of the Airport. We have requested that a 7460 be filed to evaluate both the 30' tall addition and temporary construction equipment to be used. *The applicant has filed 7460s for this project as of May 24th.*
 - **Item #4 from April 2010:** Item #4 requests approval of a development plan to construct a 26-foot tall office building approximately 5.7 miles north of the Airport, near the top of the Barnes hill between Barnes and Stetson Hills. *The applicant has filed 7460s for this project.*

→ Master Plan Update

Over the past few weeks has been working with our orthophotography sub-consultant and their surveyor to collect field survey information for the new aerial map. We anticipate having the new photography and base map completed in mid-to-late summer. As reported last month, finalization of the aviation activity forecasts has been put on hold through early June in order to get a better feel for how actual activity levels are shaping up for 2010. We met and briefed the Planner in the Denver FAA ADO office about the status of the Master Plan. The briefing went very well. We are continuing work on the facility requirements elements of the Master Plan. We have been working with airlines to obtain aircraft performance data which will help with our analysis of runway length requirements. We are also in the process of collecting detailed data that will be used for the terminal facility needs assessment.

➔ Proby Parkway Presentation

Sheryl Machado gave a brief update on the status of the Proby Parkway project. Proby will be closed from Hancock to Powers beginning June 7. She distributed a map showing the proposed detour to/from the airport and noted that information will be posted on the Airport's website.

4. STAFF REPORTS

➔ Traffic Report – Gisela Shanahan

- **Enplanements** – April 10 compared to April 09, we ended up with a decline of 2.2% which is one of the best numbers we've seen year-to-date. This takes us to a 4% decline year to date. April was a strong month and helped make up some of the deficit from February and March. Allegiant had a few extra flights so you'll see an increase. Continental's decrease was due to a decline in bookings. Delta's decline is due to capacity changes – they have one less flight to Salt Lake City in the market compared to last year. Frontier's capacity increased and this is the last month in which we'll see a significant delta in capacity between '09 and '10. United Express's increase is due to an increase in capacity and an additional flight to Chicago as well as additional seats to Denver.
- **Landed weight** – All the same drivers that affected enplanements have affected landed weight. The bottom line for the month was 0.2% decline and year-to-date we are at 1% decline.
- **Freight and Mail** - 6% increase for the month and 1.9% increase year-to-date.
- **Aircraft Operations** – up 2% for the month and 8.1% year-to-date. The increase in military operations is still driving most of this.
- **Load Factors** – Across the board the load factors in 2010 are higher than they were for 2009 for the month and year-to-date; Continental trended slightly lower due to a decrease in bookings.
- **Seats Available** – 2.5% decline for the month and 2.3% decline year-to-date.

➔ Finance Report – Gisela Shanahan

- **Earned Revenue vs. Budgeted** – Airline Revenue is 11.2% below the budget. The driver is that we made significant changes to our expenditure levels and the rates and charges after the budget was submitted. This has created a larger variance which is intentional because of reducing the rates for 2010. Terminal Concessions is on track with 0.6% below budget driven by the passenger activity. Terminal Area is down 3%. Other Buildings and Areas is down 15.6% which is due to the lag in fuel sales tax remittances from the State. Other Misc is various categories and due to timing. Interest Income is due to return on investments. Bottom line is 8.6% below budget.
- **Revenue vs. 2009 Revenue** – Year-to-date is 9.9% lower than 2009, which is due to the same drivers as noted above. The two large categories are the Airline Revenues which are down 14.5% from last year and Interest Income.

- **Expenditures vs. Budget** – The bottom line is that expenditures are 8.4% below the budget year-to-date. The largest variance is in Personnel Services which is due to vacancies and timing of pay progressions; Repairs and Maintenance is due to seasonal factors.
- **Expenditures vs. Actual 2009** – Bottom line for the month year-to-date we are 3.1% higher than last year. The primary driver is Supplies – a month of expenditures were posted in April that normally would have been posted a month later. Services has a slight increase due to timing. Utilities is also up due to usage and pricing.

➔ **Operations and Maintenance – John McGinley**

- It's been a fairly active day on the airfield. The Thunderbirds came to town for the Air Force graduation and at the same time we have Boeing in town with their 787. They are using the ADACG facility. Ft. Carson has been very accommodating while they're here doing their testing. We don't know any of the testing details.

Operations

- Over the month of April and May, Operations has worked closely with the airlines on the airline contingency plan for delays. The new DOT rule that was passed in December requires that the carriers have contingency plans for tarmac delays. Aircraft on the ramp for two hours must provide food and beverage for passengers and any aircraft delayed more than three hours must provide access for the passengers to deplane. Once the door is closed on the aircraft, the timer has started and then when an aircraft lands, that's when the timer begins on the landing component. The requirement is that the airline have a contingency plan on how to deal with all of this and that the airport has a system set up to help them meet the requirements. We've cooperatively worked with the airlines and have typed up the program that they'll all use here. Since this rule has gone into effect, we've had diversions last week from Denver and we're already seeing that the airlines are staying on top of this. Each airline has a different policy on dealing with this. Our biggest challenge is being close to Denver and the potential to get a fair amount of diversions in a short amount of time. We've worked out a parking coordination system on the ramp. If the airlines need to, they can pull the aircraft up to the gate, deplane, and push back so we can cycle aircraft.

Maintenance

- We're getting into spring. The landside crew has completed fertilization of all of the turfed areas and we're in the process of planting flowers in the front areas. You'll also see some pavement marking being done.
- This week on the airside portion of the maintenance department, we've got nightly closures that started on Sunday. We're using the closures to do painting, rubber removal and mowing.
- We have hired three seasonal employees and are in the process of hiring an fourth. Each year we bring extra staff on to help with landscaping issues. They'll be with us until about October.

GA

- Work is continuing on minimum standards. All of the public comments received have been consolidated into one spreadsheet. We are now reviewing the comments and making any modifications needed to the program.
- On June 5, Colorado Aviation Day will be held at AirInc. The head of FAA medical certification will be down to talk about physicals and another individual to speak about survival techniques.
- Airport Operators Group meeting will be Wednesday at 5:00 pm at the Radisson.

➔ Planning and Development – John McGinley

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We are still in final design and do not have a bid date yet. We are hoping to get this project out the door soon.
- **Checked Baggage System** – From previous reports, we've been evaluating our options. With the help of our consultants, we have evaluated seven variations and have arrived at a recommended solution. We have presented this to TSA headquarters and they have concurred with the concept and have permitted us to go into schematic design. This will be submitted for review in early June.
- **Runway 12/30** – We are working with the consultant through the design process and are currently at the 50% stage. The engineer's report is being reviewed. There are a couple of components to this project. We are looking at runway 12/30 and the reconfiguration of intersection of B1/B2. Also, we will be re-designating the runway due to the mag bar survey; it will become 13/31.
- **Interior Signage** – We have made significant progress. We are looking for the vendor to give us a delivery date on the aluminum signs which we hope to receive in the next couple of weeks. FSG will be sending staff up for installation. We received about 90% of the acrylic signs and unfortunately the red color did not match the approved sample set, so they have been rejected. We should see installation in June.
- **Old Terminal Remediation** – No change on this.
- **Defense Access Road Design and Construction** – We are at 90% design and looking at mid-July bidding for the project with a start date in mid-December.

➔ Construction – John McGinley

- **Roadway Signage** – Contractor was out last night making adjustments to the overheads. All tasks should be complete by Tuesday of next week.
- **Rehabilitation of G and H** – Base work continues. We are about 45% complete on contract time and in about two weeks asphalt base work should begin.

➔ **Director's Report – Mark Earle**

- John Faulkner has moved on to the Director of Aviation job at Great Falls Airport, Montana. It's a small airport with a growing carrier component. John did a great job while in Colorado Springs and we wish him well in his new position at Great Falls.

5. OTHER BUSINESS

- None

6. CHAIRMAN'S COMMENTS

- There was a City Council meeting a couple weeks ago that I attended to provide support for the Powers improvement.
- Encouraged the Commissioners to attend the AOG meeting tomorrow.
- Circulated the ballot language for Amendment 61. This measure would dictate that any debt issuance or capital lease would need to go to voter approval.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
GA Activity snapshot along the Front Range and the effect of the economy	Gisela	Complete

Minutes respectfully submitted by:
Kelly Jackson, Airport Public Affairs Administrator